

**REQUESTS TO FILL (IN PROCESS)  
FOR DECEMBER 1, 2015**

Pending Re-opening of position			Recruitment on hold; RTF will be returned to hiring manager							HR has been waiting to discuss recruitment with hiring manager					
Department/Division Manager	Division	Position Title	Position #	Classification	FTE	Vacancy Reason	Recruiter	Date PC approved	Date assigned	VLTP OR Posting date	VLTP OR Closing date	Interview dates	Expected Board Approval date	Recent Status Update	Recent Activity Comments
Grounds/ Ruben Avila	Administrative Services	Grounds and Horticultural Technician - Campus Sub Pool	Sub Pool	651-Classified		Substitute Pool position	Maria		10/15/15	10/30/15	11/18/15	12/14/15	1/13/16	11/20/15	On Target to meet established Timeline
Information Technology/ Dale Vickers	Administrative Services	Help Desk Support Technician (vacancy 1 of 2)	CA9852	262-Classified	1.00	Promotion Evelyn Ojeda 10/21/15	Nancy	11/3/15	11/4/15	12/9/15	1/9/15		3/3/16	11/30/15	On Target to meet established Timeline
Information Technology/ Dale Vickers	Administrative Services	Help Desk Support Technician (vacancy 2 of 2)	CA9724	262-Classified	1.00	Promotion Wilton Tan	Nancy	11/10/15	11/19/15	12/9/15	1/9/15		3/3/16	11/30/15	On Target to meet established Timeline
Information Technology/ Dale Vickers	Administrative Services	Information Technology Support Technician	CA94111	262-Classified	1.00	New Position	Nancy (10/19/15) Leticia	9/22/15	9/25/15				2/10/16	11/30/15	Tentative Timeline and Committee Formation sheet emailed to HM
Grounds/ Gary Nellesen	Administrative Services	Interim Lead Landscape/Chemical Specialist (Campus Grounds and Sports Fields)	CBT997	651-Classified	1.00	Replace Johnny Jauregui (currently out-of-class)	Erika	7/21/15	(1) 7/23/15 (2) 9/8/15				2/10/16	11/20/15	Hiring Mgr contacted. Next follow-up scheduled: 11/24/15
Facilities, Planning & Management/ Gary Nellesen	Administrative Services	Manager, Construction Projects (vacancy 2 of 2)	MC9956	Management	1.00	Resignation Olesugan Phillips	Erika	6/23/15	(1) 6/29/15 (2) 7/30/15				2/10/16	11/20/15	Job to be posted pending HM approval. Next Follow up 11/24/15
Public Safety/ Dave Wilson	Administrative Services	Parking Officer	CA9491	262-Classified	0.475	VLTP Daniel Gibson 9/26/15	Nerissa	9/22/15	9/25/15	10/2/15	10/22/15	11/12/15	12/9/15	11/20/15	New Hire Recommendation: Eric Santos
Public Safety/ Dave Wilson	Administrative Services	Public Safety Officer	CA9508	262-Classified	0.475	VLTP Randall Yang	Nerissa	10/20/15	10/26/15	VLTP 11/2/15	VLTP 11/10/15	1/12/16	2/10/16	11/20/15	On Target to meet established Timeline
Facilities Planning & Management/ Bill Asher	Administrative Services	Temp Project Manager-Preventative Maintenance	MT9997	Management	1.00	Special Project Manager AP7135	Erika	7/21/15	8/18/15	12/1/15	1/4/16		2/10/16	11/20/15	Job to be posted 12/1/15
Facilities Planning & Management/ Becky Mitchell	Administrative Services	Temp Project Manager-Project Accounting	Pending Fiscal	Management	1.00	New Position	Nancy (10/30/15) Erika	10/20/15	10/26/15				1/13/16	11/23/15	Hiring Mgr contacted. Next follow-up scheduled: meeting 12/3/15.
Human Resources/ James Czaja	Human Resources	Administrative Specialist IV	CA9887	262-Classified	1.00	New Position	Maria	10/14/14	(1) 10/14/15 (2) Re-open 9/28/15	9/28/15	10/19/15	11/30/15	1/13/16	11/20/15	(1) Unsuccessful Recruitment. (2) On target to meet established Timeline

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Instructional Services/ Don Sciore	Instruction	Administrative Specialist III (Secretary)	CA9413	262-Classified	1.00	New Position	Erika (10/26/15) Nancy	9/15/15	9/18/15	10/27/15	11/17/15		1/13/16	11/20/15	On Target to meet established Timeline
Natural Sciences/ Karelyn Hoover	Instruction	Administrative Specialist III (Secretary)	CA9741	262-Classified	1.00	Promotion Christina Estrada 7/31/15	Erika (10/26/15) Nancy	9/15/15	9/18/15	11/6/15	11/30/15		2/10/16	11/20/15	On Target to meet established Timeline
School of Continuing Education/ Liza Becker	Instruction	Administrative Specialist III (Secretary)	CA9416	262-Classified	1.00	New Position	Erika (10/26/15) Nancy	7/21/15	9/14/15	VLTP 9/30/2015	VLTP 10/9/15		2/10/16	11/23/15	Department Overview pending CSEA review
School of Continuing Education/ Madelyn Arballo	Instruction	Administrative Specialist IV (Administrative Secretary)	CA9418	262-Classified	1.00	New Position	Lisa (10/23/15) Nancy	7/21/15	9/14/15	11/24/15	12/17/15		2/10/16	11/30/15	On Target to meet established Timeline
Instruction/Gloria Arevalo	Instruction	Administrative Specialist IV	Pending Fiscal	262-Classified	0.475	New Position	Nancy	10/13/15	10/16/15				2/10/16	11/30/15	Department Overview pending CSEA review
School of Continuing Education/ Madelyn Arballo	Instruction	Associate Dean, Career Education & Workforce Development	MA9999	Management	1.00	Promotion Madelyn Arballo 9/10/15	Nancy (10/15/15) Leticia	9/1/15	9/1/15	9/18/15	10/9/015	11/16/15 Final interviews 12/11/15	1/13/16	11/30/15	On Target to meet established Timeline
Instructional Services/ Don Sciore	Instruction	Coordinator, Project/Program	CA9409	262-Classified	1.00	New Position	Erika	9/15/15	9/22/15	10/15/15	11/4/15	12/1/15	1/13/16	11/20/15	On Target to meet established Timeline
Technology & Health Division/ Jemma Blake-Judd	Instruction	Equipment Technician	Pending Fiscal	262-Classified	1.00	Retirement Joseph Foye 5/28/14	Nancy (10/15/15) Leticia	9/2/15	9/3/15	10/9/15	10/29/15	12/17/15	1/13/16	11/30/15	On Target to meet established Timeline
English as a Second Language/ Liza Becker	Instruction	ESL Instructional Support Assistant (vacancy 1 of 2)	CA9504	262-Classified	0.475	Promotion Tiffany Rusich 7/2/15	Nancy (10/15/15) Leticia	8/14/15	8/27/15				2/10/16	11/30/15	Hiring Mgr contacted. Next follow-up scheduled: 11/24/15
English as a Second Language/ Liza Becker	Instruction	ESL Instructional Support Assistant (vacancy 2 of 2)	CA9503	262-Classified	0.475	Promotion Brittany Rusich 10/21/15	Nancy	10/13/15	10/16/15	11/25/15	12/8/15		2/10/16	11/30/15	Hiring Mgr contacted. Next follow-up scheduled: 11/24/15
Agricultural Sciences/ Matt Judd	Instruction	Horticulture Production Assistant	CB9902	651-Classified	1.00	Promotion Ruben Flores 10/31/14	Maria	9/15/15	9/15/15	9/18/15	10/8/15	11/13/15	12/9/15	11/20/15	On Target to meet established Timeline
Continuing Education Liza Becker	Instruction	Interim Director Education for Older Adults & Adults with Disabilities	MA9957	Management	1.00	New Position	Nancy	6/23/15	6/29/15	9/2/15	9/23/15	10/29/15	12/9/15	11/30/15	New Hire Recommendation: Mary Sue Lange
Business Division/ Jennifer Galbraith	Instruction	Laboratory Technician - Child Development Observation*	Pending Fiscal	262-Classified	0.475	New Position	Erika	10/13/15	10/16/15				2/10/16	11/20/15	*A new classification of Laboratory Assistant - Child Development Observation job description is being developed
Commerical & Entertainment Arts/ Sue Long	Instruction	Laboratory Technician - Digital Arts	CA9407	262-Classified	0.475	New Position	Maria	10/13/15	10/16/15				2/10/16	11/20/15	Job to be posted pending HM approval
Arts Division/ Sue Long	Instruction	Laboratory Technician-Arts	CA9412	262-Classified	0.475	New Position	Maria	8/14/15	8/27/15	11/20/15	12/15/15		1/13/16	11/20/15	On target to meet established Timeline
Arts Division/ Sue Long	Instruction	Laboratory Technician-Theater	CA9415	262-Classified	0.475	New Position	Maria	8/14/15	(1) 8/27/2015 (2) Re-open	11/3/15	11/25/15		1/13/16	11/20/15	On target to meet established Timeline
Natural Sciences/ Matt Judd/Karelyn Hoover	Instruction	Professor, Physics	FT9975	Faculty	1.00	One Year Temp	Nancy	7/7/15	7/9/15	11/9/15	12/9/15	1/8/16	2/10/16	11/30/15	On Target to meet established Timeline
Adult Basic Education/ Omi Sloan	Instruction	Tutorial Services Assistant I (2nd round)	CA9425	262-Classified	0.475	New Position	Nancy (10/15/15) Leticia	2/3/15	(1) 2/6/15 (2) Re-open 9/17/15	9/17/15	10/13/15	11/9/15	1/13/16	11/30/15	On Target to meet established Timeline
The Writing Center/ David Charbonneau	Instruction	Tutorial Specialist	CA9414	262-Classified	1.00	New	Erika	8/14/15	(1) 8/27/15 (2) 11/20/15				3/3/16	11/20/15	(1) Unsuccessful Recruitment (2) Job posting will be revised and reposted

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Financial Aid/ Chau Dao	Student Services	Administrative Specialist I (vacancy 1 of 2)	CA9498	262-Classified	1.00	Promotion Sandy Miranda	Nancy	9/8/15	9/14/15	VLTP 10/16/15	VLTP 10/26/15	VLTP 11/16/15	12/9/15	11/30/15	VLT process complete: Move on to reg. recruitment process
Financial Aid/ Chau Dao	Student Services	Administrative Specialist I (vacancy 2 of 2)	CA9497	262-Classified	1.00	Promotion Lakshmi Rai	Nancy	8/14/15	9/14/15	VLTP 10/16/15	VLTP 10/26/15	VLTP 11/16/15	12/9/15	11/30/15	VLT process complete: Move on to reg. recruitment process
Admissions & Records/ George Bradshaw	Student Services	Admissions & Records Specialist III (3rd round)	CA9431	262-Classified	1.00	New Position	Nancy (10/15/15) Leticia	11/25/14	(1) 12/4/14 (2) Re-open 2/9/15	10/9/15	10/29/15	12/7/15	1/13/16	11/30/15	(1) Unsuccessful Recruitment. (2) Unsuccessful Recruitment. (3) On Target to meet established
Admissions & Records/ George Bradshaw	Student Services	Admissions and Records Specialist I	CA9506	262-Classified	1.00	Promoted Jenny Hua 9/19/15	Nancy	10/13/15	10/16/15				2/10/16	11/30/15	Hiring Mgr contacted. Next follow-up scheduled: 11/24/15
Disabled Student Programs & Services/ Grace Hanson	Student Services	Alternate Media Specialist	CA9648	262-Classified	1.00	Promotion Brian Hefflin 9/9/15	Nancy	9/8/15	(1) 9/14/15 (2) 11/21/15	10/2/15	10/23/15	11/19 & 11/20/15	3/9/16	11/30/15	(1) Unsuccessful Recruitment; HM may rev. JD (2) JD sent to CSEA for review
Financial Aid/ Chau Dao	Student Services	Assistant Director, Financial Aid	MC9999	Management	1.00	Resignation Manuel Cerda 11/13/15	Nancy	11/3/15	11/4/15				2/10/16	11/30/15	Hiring Mgr contacted. Next follow-up scheduled: 11/25/15
Student Services/ Audrey Yamagata-Noji	Student Services	Associate Dean, Student Success and Equity	MA9956	Management	1.00	New Position	Erika	9/22/15	9/25/15				2/10/16	11/20/15	On Target to meet established Timeline
Financial Aid/ Chau Dao	Student Services	Financial Aid Business Analyst		262-Classified	1.00	New Position		10/20/15					2/10/16	11/16/15	New Job Description being drafted
Financial Aid/ Chau Dao	Student Services	Financial Aid Specialist	CA9885	262-Classified	1.00	Retirement Patty Hamilton	Erika	7/21/15	7/23/15	11/4/15	11/30/15		12/9/15	11/20/15	New Hire Recommendation: Christine Santiago
Counseling/ Tom Mauch	Student Services	Professor, Counseling General - 11 month	FA9566	Faculty	1.00	New Position	Zaira	12/16/14	(1) 3/13/15 (2) 8/17/15	10/6/15	11/6/15		3/3/16	11/16/15	(1) 2 of 3 vacancies filled (2) On Target to meet established Timeline
Student Life/ Andi Sims	Student Services	Student Center Specialist	CA9507	262-Classified	1.00	Resignation Daniel Al-Gattas 7/16/15	Erika (10/15/15) Lisa	8/14/15	8/18/15	9/15/15	10/2/15	10/26/15	12/9/15	11/20/15	New Hire Recommendation: Giovanni Rodriguez
High School Outreach/ Francisco Dorame	Student Services	Student Services Outreach Specialist (vacancy 1 of 2)	CA9655	262-Classified	1.00	Promotion Elmer Anzora	Nancy	8/14/15	8/27/15	10/7/15	10/28/15	1/6/16 & 1/7/16	2/10/16	11/30/15	On Target to meet established Timeline
High School Outreach/ Francisco Dorame	Student Services	Student Services Outreach Specialist (vacancy 2 or 2)	CA9783	262-Classified	1.00	Resignation Jesse Lopez 9/8/15	Nancy	9/22/15	9/25/15	10/7/15	10/28/15	1/6/16 & 1/7/16	2/10/16	11/30/15	On Target to meet established Timeline
Financial Aid/ Chau Dao	Student Services	Student Services Program Specialist	CA9410	262-Classified	1.00	New Position	Erika	9/29/15	9/30/15	11/5/15	11/30/15	1/8/16	2/10/16	11/20/15	On Target to meet established Timeline
EOPS/ Irene Herrera	Student Services	Student Services Program Specialist	CA9529	262-Classified	1.00	Resignation Ann Marie Ruelas 7/27/15	Erika	8/14/15	9/14/15	11/5/15	11/30/15	1/11/16	2/10/16	11/20/15	On Target to meet established Timeline

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<b>ADJUNCT RECRUITMENTS</b>															
Natural Sciences Division/ Matt Judd		Adjunct Pool for Anatomy & Physiology		Adjunct Pool			Katy Nancy			6/25/15	Open until filled			11/6/15	On Target to meet established Timeline
History and Art History/ Humanities		Adjunct Pool for Art History		Adjunct Pool			Katy Zaira		7/9/15 ZJ 6/9/15 NG	6/18/15	8/21/15			11/6/15	On Target to meet established Timeline
Natural Sciences Division/ Matt Judd		Adjunct Pool for Biology		Adjunct Pool			Katy Nancy			7/1/15	Open until filled			11/6/15	On Target to meet established Timeline
Natural Sciences/ Jenny Leung & Jody Williams Tyler		Adjunct Pool for Chemistry		Adjunct Pool			Katy Zaira							11/6/15	On Target to meet established Timeline
Counseling/ Lina Soto		Adjunct Pool For Counseling		Adjunct Pool			Katy			10/19/15	10/30/15			11/6/15	On Target to meet established Timeline
Earth Science & Astronomy/ Julie Bray-Ali		Adjunct Pool for Earth Science (Astronomy)		Adjunct Pool			Katy Zaira		7/9/15 ZJ 5/15/15 NG	7/16/17	6/30/16			11/6/15	On Target to meet established Timeline
Natural Sciences/ Julie Bray-Ali		Adjunct Pool for Earth Science (Geology/Oceanography)		Adjunct Pool			Katy Zaira		7/9/15 ZJ 5/15/15 NG	6/9/15	6/30/16			11/6/15	On Target to meet established Timeline
Physics & Engineering, Natural Sciences Division		Adjunct Pool for Engineering		Adjunct Pool			Katy Nancy			12/19/14	Open until filled			11/6/15	On Target to meet established Timeline
Humanities Division		Adjunct Pool for English		Adjunct Pool			Katy Nancy		7/1/15				8/5/15	11/6/15	Hired: Paul Cheng and Bahareh Alaei
Humanities Division		Adjunct Pool for Foreign Languages (French)		Adjunct Pool			Katy Nancy		8/1/15	8/3/15	11/13/15			11/6/15	On Target to meet established Timeline
Foreign Languages/ Solene Halabi		Adjunct Pool for Foreign Languages (Italian)		Adjunct Pool			Katy Nancy			6/8/15	6/30/16			11/6/15	On Target to meet established Timeline
Foreign Languages/ Solene Halabi		Adjunct Pool for Foreign Languages (Japanese)		Adjunct Pool			Katy Nancy			5/1/15	12/1/15		8/5/15	11/6/15	Hired: Mika Sawada
Humanities/ Elizabeth Lobb		Adjunct Pool for Geography		Adjunct Pool			Katy Zaira		7/9/15 ZJ 6/9/15 NG	7/16/15	6/30/16			11/6/15	On Target to meet established Timeline
Adult Basic Education/ Marilyn McNall		Adjunct Pool for NonCredit IHSS		Adjunct Pool			Katy Zaira		7/9/15		Open until filled			11/6/15	On Target to meet established Timeline
Writing Center/ David Charbonneau		Adjunct Pool for NonCredit Instructor, Continuing Ed		Adjunct Pool			Katy Nancy		6/16/15					11/6/15	On Target to meet established Timeline
Technology & Health/ Jemma Blake Judd		Adjunct Pool for NonCredit Technical Education Resource Center		Adjunct Pool			Katy Nancy		8/1/15	8/14/15	8/24/15			11/6/15	On Target to meet established Timeline
Physics & Engineering, Natural Sciences Div		Adjunct Pool for Physics		Adjunct Pool			Katy Nancy			3/6/15	6/30/15			11/6/15	On Target to meet established Timeline
Humanities Division		Adjunct Pool for Political Science		Adjunct Pool			Katy Zaira		9/21/15		Open until filled			11/6/15	On Target to meet established Timeline
Humanities/ Kathleen Cannon		Adjunct Pool for Professor of History		Adjunct Pool			Katy Zaira		7/9/15 ZJ 6/9/15 NG					11/6/15	On Target to meet established Timeline
Arts/Dan Smith		Adjunct Pool for Television		Adjunct Pool			Katy Nancy			5/22/15	6/30/15		8/5/15	11/6/15	Hired: Steven Gerbson
Business Division		Adjunct Pool for Accounting		Adjunct Pool			Katy Zaira		7/9/15 ZJ 5/15/15 NG					11/6/15	On Target to meet established Timeline
Psychology/ Charis Louie		Adjunct Pool for Psychology		Adjunct Pool			Katy Nancy		4/3/15	5/19/15	6/30/15			11/6/15	On Target to meet established Timeline